



### **Delivering FazKids Afterschool and Holiday Club provision.**

- To lead the day to day management and organisation of FazKids After School and Holiday Club.
- To provide line management to a team of learning support assistants/play workers, directing the work of staff based at FazKids After School and Holiday Club, supervising their activities and inducting new staff members.
- Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
- To lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment
- Liaise with the Safeguarding and Pastoral Lead with regard to the needs of the children who attend the club
- To liaise with parents/carers to encourage parental involvement and support of FazKids After School and Holiday Club.
- To work with local schools to promote Holiday Club provision for Primary Aged children within the Fazakerley and wider area.

### **Management and Administration.**

- Uphold, implement and regularly review all policies and procedures
- Maintain all records relating to the management of FazKids ensuring confidentiality and data protection of the children, their families and members of staff.
- Liaise with the school finance team to administer bookings and collection of fees, ensuring that any money transactions are handled and documented.
- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required and maintaining records of staff attendances, checking salary pay claims and managing staff absences and lateness.
- To effectively manage the occupancy levels of FazKids; managing the waiting list and offering child care places. Promoting and marketing FazKids Afterschool and Holiday Club effectively to maintain occupancy
- Develop professional working relationships with the school, all relevant professionals and authorities including the local authority and Ofsted
- Monitor and evaluate the quality of the service.
- To develop and manage the planning and organisation of the holiday club.
- Maintaining working relationships with other site users
- To ensure that adequate standards of safety and hygiene are maintained throughout the after school club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- Have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the Local Authority and the school's safeguarding

policy. To ensure that all staff work within the policies and guidance and procedures of the schools' policies.

- To carry out any other duties which will be seen to enhance the work of FazKids Afterschool and Holiday Club.

### **Staff**

- Manage cover for staff illness, holiday entitlement etc
- To work in partnership with the School's Safeguarding and Pastoral Lead.
- Organise and plan rotas for both afterschool and holiday sessions.